

Uploading to the Real Food Calculator

Data needs to be in a certain format in order to be interpreted by the Calculator website. This guide is an overview of preparing your data for upload.

Step 1: Clean the Data

Non-food: Remove all non-food items (cleaning supplies, equipment, paper goods, etc.) from the spreadsheet. Make sure you do this before recording the total budget for that month.

Step 2: Format the Spreadsheet

To ensure that your spreadsheet is formatted correctly, you can download a formatted spreadsheet directly from your Active Assessment online. Log into your Institutional Profile, go to your active assessment by clicking one of the months, and click "export data." This will download a formatted spreadsheet. Copy the file, or delete any unwanted data in the download, and use the empty spreadsheet as a template.

Column Names

It's important that the column names in the spreadsheet you are uploading match the column names built into the online calculator. This ensures that the right data ends up in the right column. Your spreadsheet should be formatted according to this guide (columns should be in this order, and have these titles):

- | | | |
|----------------------|------------------------------|--------------------------------|
| A. Month | I. Rating Version | Q. Humane Description |
| B. Year | J. Local | R. Disqualifier |
| C. Description | K. Local Description | S. Disqualifier
Description |
| D. Category | L. Fair | T. Cost |
| E. Product Code | M. Fair Description | U. Notes |
| F. Product Code Type | N. Ecological | V. Facility |
| G. Label/Brand | O. Ecological
Description | |
| H. Vendor | P. Humane | |



Step 3: Add Data & Assess Real Food

There are three options for uploading your data.

- 1) **Data entry and research online.** Upload spreadsheets with the Month (A), Year (B), Description (C), and Cost (T). On the website, fill in the remaining information and add your research on Real Food qualification using the exact categories and descriptors outlined below.
- 2) **Data entry offline, research online.** Upload spreadsheets with the Month (A), Year (B), Description (C), Label/Brand (G), Vendor (H), Rating Version (I), and Cost (T). On the website, add your research on real food qualifications using the dropdown menus.
- 3) **Data entry and research offline.** Upload spreadsheets with the Month (A), Year (B), Description (C), Label/Brand (G), Vendor (H), Rating Version (I), Local (J), Local Description (K), Fair (L), Fair Description (M), Ecological (N), Ecological Description (O), Humane (P), Humane Description (Q), Disqualifier (R), Disqualifier Description (S), and Cost (T).

Required	Optional
Month	Product Code
Year	Product Code Type
Description	Notes
Category	Facility
Label/Brand	
Vendor	
Rating Version	
Local	
Local Description	
Fair	
Fair Description	
Ecological	
Ecological Description	
Humane	
Humane Description	
Disqualifier	
Disqualifier Description	
Cost	

Whichever option you choose for uploading your data, the following columns are required in order for your assessment to be complete:

Fill the Columns

Now that your spreadsheet is formatted, you can rearrange information from your purchasing records or velocity reports to fit the new format.

A. Month

B. Year

The month and year must match those in the Assessment Plan. The month should be written in number format.

A	B
Month	Year
10	2015
10	2015
10	2015
10	2015
2	2016
2	2016
2	2016
2	2016



C. Description

This is the name of the product as it appears on the invoice.

D. Category

In order to calculate data consistently, the product categories in the Real Food Calculator must be coded with consistent labels across campuses and companies.

Below are the product categories used by the Real Food Calculator. Be sure to enter the “code” into your spreadsheet.

C	D
Description	Category
choco chip cookie	baked
Apple Cider	beverages
2% Milk	dairy
Eggs, Large W	eggs
HAKE FILET FRESH S/LESS	fish
Sauce marinara	grocery
Ground beef	meat
Turkey Smoked CLS Skinless	poultry
apples empire	produce
Black Coffee Mexico Chiapas	teacoffee

CATEGORY	Code	Included	Not Included <i>Key: item (“appropriate category”)</i>
Baked Goods	“baked”	baked goods products such as breads and pastries	processed/packaged cookies and crackers [e.g. Oreos] (“grocery”)
Beverages	“beverages”	soft drinks, sports drinks, milk alternatives	iced tea, iced coffee, bottled coffee & tea drinks (“teacoffee”)
Dairy	“dairy”	fluid milk, cheese, yogurt, ice cream	canned condensed milk products (“grocery”), vegan milk alternatives (“beverages”)
Eggs	“eggs”	shelled eggs, liquid egg product, powdered egg	soy or alternative egg products (“grocery”)
Fish/Seafood	“fish”	all fish or seafood products, including frozen or canned products	
Grocery	“grocery”	grains; staples; oils; most boxed, bottled, jarred, and canned products	bread & baked goods (“baked goods”); other items that fit into other product categories
Meat	“meat”	beef, lamb, pork, game; including frozen or canned meat products	vegetarian/vegan meat alternatives (“grocery”); poultry (“poultry”)
Poultry	“poultry”	chicken, turkey, other fowl	eggs (“eggs”)
Produce	“produce”	fresh, cut, or frozen fruits and vegetables	canned, cooked and/or seasoned fruit & vegetable products (“grocery”)
Tea/Coffee	“teacoffee”	hot & cold coffee and tea products, coffee beans	coffee additives like creamer (true dairy products = “dairy”; artificial creamers or flavorings = “grocery”)



E. Product Code* *Optional*

This is a unique identifier attached to each product, which will likely appear with each line item of data. You should include the numbers of the product code in this column, if available.

E	F
Product Code	Product Code Type
12345	MPC
23456	GPC
34567	UPC
45678	DPC

F. Product Code Type* *Optional*

There are four different types of product codes. If you have product codes and you know what type they are, add the information to this column. The four types are:

- o UPC: University Product Code
- o MPC: Manufacturer’s Product Code
- o GPC: Global Product Classification
- o DPC: Data Product Code

G. Label/Brand

This is the name of the brand or farm.

H. Vendor

The vendor makes the final sale to the university.

G	H	I
Label/Brand	Vendor	Rating Version
Sunset Farm	Sunset Farm	2
STNYFLD	Sysco	2
Pequa Valley Farm	Common Market	2
Clif	United Natural Foods Inc.	2

I. Rating Version

The rating version is the version of the Real Food Guide you’re using. This should be marked “2” indicating that you are using Real Food Guide 2.0.

J. Local

If the item qualifies as Local & Community Based, write “yes.” If the item does not meet the criteria, write “no”

K. Local Description

If the item qualifies as Local & Community Based, specify which descriptor best summarizes the criteria that it meets.

J	K
Local	Local Description
yes	Independently or Cooperatively Owned within 250 mi, < \$5million
yes	Independently or Cooperatively Owned within 250 mi, < \$50 million
yes	Meat within 500 mi, < \$50 million
yes	Multi-ingredient Product, 50% within 250 mi
yes	Aggregated Product, 75% within 250 mi
no	
no	



L. Fair

If the item qualifies as Fair, write “yes.” If the item does not carry any of the certifications recognized in the Guide, write “no.”

M. Fair Description

If the item qualifies as Fair, specify which descriptor best summarizes the certifications that it carries.

L	M
Fair	Fair Description
yes	Ecocert Fair Trade Certified
yes	Equitable Food Initiative
yes	Fair Food Program by the Coalition of Immokalee Workers
yes	Fair for Life Certified by Institute for Marketecology (IMO)
yes	Fair Trade Certified by Fair Trade USA
yes	Fair Trade Certified Ingredient by Fair Trade USA
yes	Fairtrade International Certified by Fair Labeling Organization (FLO)
yes	FairWild
yes	Food Justice Certified by Agricultural Justice Project
yes	Hand in Hand
yes	Milk with Dignity by Migrant Justice
yes	Multi-ingredient product, 50% fair ingredients
no	
no	

N. Ecological

If the item qualifies as Ecologically Sound, write “yes.” If the item does not carry any of the certifications recognized in the Guide, write “no.”

O. Ecological Description

If the item qualifies as Ecologically Sound, specify which descriptor best summarizes the certifications that it carries.

N	O
Ecological	Ecological Description
yes	ANSI/LEO-4000
yes	Biodynamic Certified by Demeter
yes	Bird Friendly by Smithsonian
yes	Campus farm or garden
yes	Certified Sustainably Grown
yes	Fair Trade USA Certified
yes	FairWild
yes	Food Alliance Certified
yes	LEAF (Linking Environment and Farming)
yes	Marine Stewardship Council (MSC)
yes	Monterey Bay Aquarium Seafood Watch Guide “Best Choices”
yes	Protected Harvest Certified
yes	Salmon Safe
yes	USDA Organic
yes	USDA Transitional Organic
no	
no	

P. Humane

If the item qualifies as Ecologically Sound, write “yes.” If the item does not carry any of the certifications recognized in the Guide, write “no”



Q. Humane Description

If the item qualifies as Humane, specify which descriptor best summarizes the certifications that it carries.

P	Q
Humane	Humane Description
yes	AGA Grasfed by American Grassfed Association (ruminants only)
yes	American Humane Certified [Cage Free and Enriched Colony] (Egg-layers only)
yes	American Humane Certified [Free Range] (Egg-layers only)
yes	Animal Welfare Approved by Animal Welfare Institute
yes	Animal Welfare Approved by Animal Welfare Institute / AWA Certified Grassfed
yes	Biodynamic Certified by Demeter
yes	Certified Humane by Humane Farm Animal Care (all species except swine)
yes	Certified Humane by Humane Farm Animal Care (swine only)
yes	Food Alliance Certified
yes	Global Animal Partnership Step 3
yes	Global Animal Partnership steps 4-5+
yes	Pennsylvania Certified Organic 100% Grassfed by USDA
no	
no	

R. Disqualifier

If the item has a disqualifying characteristic, write “yes.” If the item does not have any disqualifying characteristics, write “no”

S. Disqualifier Description

If the item has a disqualifying characteristic, specify which descriptor best summarizes the Disqualifier.

R	S
Disqualifier	Disqualifier Description
yes	Concentrated Animal Feeding Operation
yes	Genetically Modified Organisms
yes	Guilty of Criminal Charges of Forced Labor
yes	Labor Violations
yes	Ultra-Processed Foods
no	
no	

T. Cost

In this column, include the individual cost of each item

U. Notes* *Optional*

This is a field that you can use to track any notes that are helpful to record on each product, as well as any additional criteria that your university would like to track.

T	U	V
Cost	Notes	Facility
257.91	http://www.grandyoats.com/in	Brown Hall
98.72	From Georgia	Green Hall
653	Called the farm	Purple Hall

V. Facility* *Optional*

Replace “unit numbers” or “facility numbers” with the actual name of the facility you’re assessing. The facility name must match *exactly* the facilities you included in your Assessment Plan. If you didn’t include facilities in the Assessment Plan, leave the column blank.



Step 4: Name and Save your File

Because you will keep a store of your various uploads on your institutional profile, name files in a way that will be helpful to you, and other researchers who come after you. For example, “Sysco October 2015.”

Step 5: Upload your Spreadsheet!

1. Log into your institutional profile
2. Go to your Dashboard and scroll down to the bottom of the page
3. Click “New Upload”
4. Browse for and select your file. *Note: Only Excel files (.xlsx) may be uploaded. You can upload up to 10,000 line items at a time.*
5. Upload

Troubleshooting

“Failed to Validate” Error Message: This means that because of formatting issues, some line items were rejected. If any formatting or content in the spreadsheet is incompatible with the Calculator, they will be listed as “rejected” items

“Down for Maintenance” Error Message: This means that your browser timed out, likely because the file size was too large. Try breaking your file into smaller chunks.

If you cannot determine why your upload is failing, email calculator@realfoodchallenge.org for assistance.

